



DESIGN REVIEW CHECKLIST

Chapter 6 Special Consideration Design Guidelines

A. Offices

Site Planning	Applicable	Not Applicable	Applicant Remarks	Staff Remarks
a. Office buildings should be “built to” the minimum required setback.				
b. Surface parking should be located towards the rear of the site or at the side of the building.				
c. Multi-story buildings should not be placed adjacent to residential private open space areas. The first floor may be constructed at the minimum setback. Second and third floors should provide an additional foot of setback for each additional floor.				
d. Office buildings should site the primary entry towards the street.				

Building Design	Applicable	Not Applicable	Applicant Remarks	Staff Remarks
a. Building surfaces over two stories high or 40-feet in length should provide vertical and horizontal wall plane offsets				
b. The primary building access should be designed to convey a sense of entry.				

Applicant Signature: _____ Date: _____

B. Vehicle Dealerships

Site Planning	Applicable	Not Applicable	Applicant Remarks	Staff Remarks
a. Provisions will need to be made onsite for the unloading of vehicles from carriers.				
b. Outdoor vehicle displays oriented toward streets should be limited to permanent at-grade display areas that are architecturally compatible with the project.				
c. All storage areas should be screened from view from the public street and any adjacent residential area. No storage except new car storage should occur adjacent to residential areas.				
d. No potentially noisy activity, such as vehicle repair, cleaning or testing, should be located near or oriented toward residential properties.				
e. Sufficient space should be provided for service drop-offs to prevent vehicle stacking on public street(s). Customer parking should be provided for the sales, service, and parts areas.				

B. Vehicle Dealerships

Building Design	Applicable	Not Applicable	Applicant Remarks	Staff Remarks
a. Buildings should be stylistically consistent on all sides and well articulated.				
b. The showroom should be oriented toward the major public streets.				
c. Walls and fences should be architecturally compatible with the buildings.				
d. Service uses should be entirely contained within the building(s). Internal vehicle access to the individual service bays should be provided in all cases. The access points to the service bays should not be visible to the public.				
e. All storage areas should be screened from public view from any adjoining properties and from the public right-of-way by appropriately designed walls, fencing and landscaping.				
f. Provisions should be made for a vehicle washing area. The wash rack should not be located visible or audible from any public street or residential area				
g. Landscaping should be provided along all display perimeters but should be maintained at a low level (less than 32 inches in height).				

Applicant Signature: _____ Date: _____

C. Service Stations

Site Planning	Applicable	Not Applicable	Applicant Remarks	Staff Remarks
a. The site design for corner and mid-block sites should convey a strong link to the street or corner.				
b. The site should be designed to accommodate, anticipated circulation patterns and minimize paving.				
c. Driveway cuts should be limited to two per site, unless otherwise allowed by the City Engineer for valid circulation reason.				
d. Service and car wash bays should not face residential properties or the public street. The visibility of service bays and car wash openings should be minimized.				
e. Gas pump canopies should be screened by the main building structure. The retail market/ office building segment of the facility should be oriented along the street frontage.				

C. Service Stations

Building Design	Applicable	Not Applicable	Applicant Remarks	Staff Remarks
a. Site specific architectural design is strongly encouraged. Corporate or franchise design solutions are strongly discouraged.				
b. All structures on the site (including kiosks, car wash buildings, gas pump columns, etc.) should be architecturally consistent and related to an overall architectural theme.				
c. All building elevations should be architecturally enhanced.				
d. High quality building materials are encouraged. Reflective, glossy, and fluorescent surfaces are discouraged.				
e. The roof design of all structures, including pump canopies, should incorporate roof treatments with a low to moderate pitch. Flat roofs or mansard roof applications are strongly discouraged unless they are consistent with an established architectural theme.				
f. Gas pump canopies should not be internally illuminated. Light fixtures should be recessed into the canopy.				
g. Each gas pump island should include stacking for at least two vehicles (40-feet) onsite, on at least one end of the pump island.				

Applicant Signature: _____ Date: _____

D. Auto Repair Service

Site Planning	Applicable	Not Applicable	Applicant Remarks	Staff Remarks
a. Driveway access should be limited to the minimum number necessary.				
b. Vehicle drop-off areas should be provided to prevent vehicle overflow to adjacent streets.				
c. The interior of work bays should not be visible from a public street or any adjacent residential buildings or designated open space.				

Building Design	Applicable	Not Applicable	Applicant Remarks	Staff Remarks
a. Building design should be stylistically consistent, and compatible with surrounding buildings through use of similar scale, materials, colors, and/or detailing.				
b. Building materials should have the appearance of substance and permanency; lightweight metal or other temporary appearing structures are discouraged.				

Applicant Signature: _____ Date: _____

E. Hotels and Motels

Site Planning	Applicable	Not Applicable	Applicant Remarks	Staff Remarks
a. The building(s), not the parking lot(s), should establish the image and character for the development along street frontages.				
b. Short term parking should be provided in close proximity to office/ check-in areas.				
c. Delivery and loading areas should be screened to minimize adverse visual and noised impacts to adjacent uses.				
d. Recreational facilities should be designed to offer privacy to facility users.				

Building Design	Applicable	Not Applicable	Applicant Remarks	Staff Remarks
a. The scale of buildings should be compatible with the surrounding development patterns.				
b. Walkway, stairway and balcony railings and other similar details should be stylistically consistent with the building design.				
c. Mechanical equipment of all types, including swimming pool equipment, should be located to minimize impacts on adjacent uses. Air conditioning units should not be visible from public streets.				
d. Exterior corridors on multi-level buildings are strongly discouraged and should not be located adjacent to residential uses.				

E. Hotels and Motels

Building Design (CONT)	Applicable	Not Applicable	Applicant Remarks	Staff Remarks
e. Structures over two stories should incorporate interior access to guestrooms. Room entrances directly adjacent to parking lots or exterior walkways are discouraged.				

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F. Drive-Through Businesses

Site Planning	Applicable	Not Applicable	Applicant Remarks	Staff Remarks
a. The building should be the predominant visual element along street frontages, not parking lots or drive through lanes.				
b. Drive-through aisles should be located towards the rear of the building, away from the street frontage, and screened from adjacent parking areas.				
c. Buildings with drive-through services should be “built-to” the minimum front setback lines.				
d. Drive-through aisles should provide adequate on-site queuing distance to accommodate 5 cars (150-feet) before the first stopping point (e.g. menu board, teller window, automatic teller machine). No portion of the queuing aisle should serve as a parking aisle.				
e. Drive through lanes should not exit directly to the site’s main entrance. Drive-through aisles should provide at a minimum 25-foot interior radius for any curve.				
f. Whenever possible, the main structure should be sited so as to maximize the distance for vehicle queuing while screening the drive-through operations.				

F. Drive-Through Businesses

Building Design	Applicable	Not Applicable	Applicant Remarks	Staff Remarks
a. All building elevations should be architecturally enhanced.				
b. Buildings should incorporate a full roof with built-in roof top wells for mechanical equipment screening.				
c. A canopy should be provided at the drive-through pick-up window area.				

Applicant Signature: _____ Date: _____

G. Big Box Retail

Site Planning	Applicable	Not Applicable	Applicant Remarks	Staff Remarks
a. Parking area design should minimize adverse visual impacts of expansive parking lots by incorporating intensified landscaping and segmenting the parking area into smaller components				
b. The major entry aisle should be aligned with the building entry of the most prominent building on site.				
c. Cart storage should be integrated within the initial building and site design. Large “cart corrals” are acceptable if they are designed to complement the project’s site plan and architecture.				

Building Design	Applicable	Not Applicable	Applicant Remarks	Staff Remarks
a. The building design should incorporate a 2 ft. high building base				
b. Building materials should be durable and resistant to damage, defacing, and general wear and tear. Stucco should not be utilized as a base material. Use of precast decorative concrete, stone masonry, brick and commercial grade ceramic tile is encouraged.				
c. Multiple plane rooflines are encouraged. Cornice details should be used at the top of parapet walls				
d. Big box building design should incorporate “liner shops” with entrances from interior and exterior of the big-box building.				

G. Big Box Retail

Building Design (CONT)	Applicable	Not Applicable	Applicant Remarks	Staff Remarks
e. Significant building wall articulation should be provided on all exterior building elevations visible to the public from the site or adjacent properties. Exterior wall treatments such as mass offsets, arcades, porticos, colonnades, and wing walls can be used to successfully mitigate the appearance of the typical big-box building appearance.				
f. The base of the big box building should be enhanced on all four sides by landscaping.				
g. Auxiliary outdoor storage and/or garden areas should be integrated within the primary building and their design should compliment the main building architecture.				

Applicant Signature: _____ Date: _____

H. Mixed Use Projects

Site Planning	Applicable	Not Applicable	Applicant Remarks	Staff Remarks
a. Separate site access drive and parking facilities should be provided for residential uses and commercial uses.				
b. Security gates should be considered for access to residential uses and residential parking areas.				
c. Private open space areas which are intended for use by residents only should not be accessible from the commercial/office portion of the site.				
d. Parking lot lighting and building security lighting for commercial uses should be appropriately shielded so as not to spill over into the residential area.				

Building Design	Applicable	Not Applicable	Applicant Remarks	Staff Remarks
a. The architectural style and use of materials should be consistent throughout the entire mixed-use project. Differences in use of architectural details may occur where the intent is to differentiate between the residential and commercial/office scale and character of the structure(s).				
b. The design of storefronts should be consistent with the guidelines for commercial development. The residential portion of a mixed-use structure should be consistent with the design guidelines for multifamily residential development.				

H. Mixed Use Projects

Building Design (CONT)	Applicable	Not Applicable	Applicant Remarks	Staff Remarks
c. Projects three stories or less in height should incorporate full roofs on at least 50% of the roof area.				
d. Commercial signage should be restrained.				
e. Structures with heights greater than three stories should set back the upper portions of the structure a minimum of 10 feet for each additional two stories.				
f. When residential and commercial uses are combined in the same structure, separate entrances should be provided for each use.				

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